




Class	BANK12
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Theme/Date	Applying for a job, Jan 15
Student	

Learning On Stations: How Does It Work?

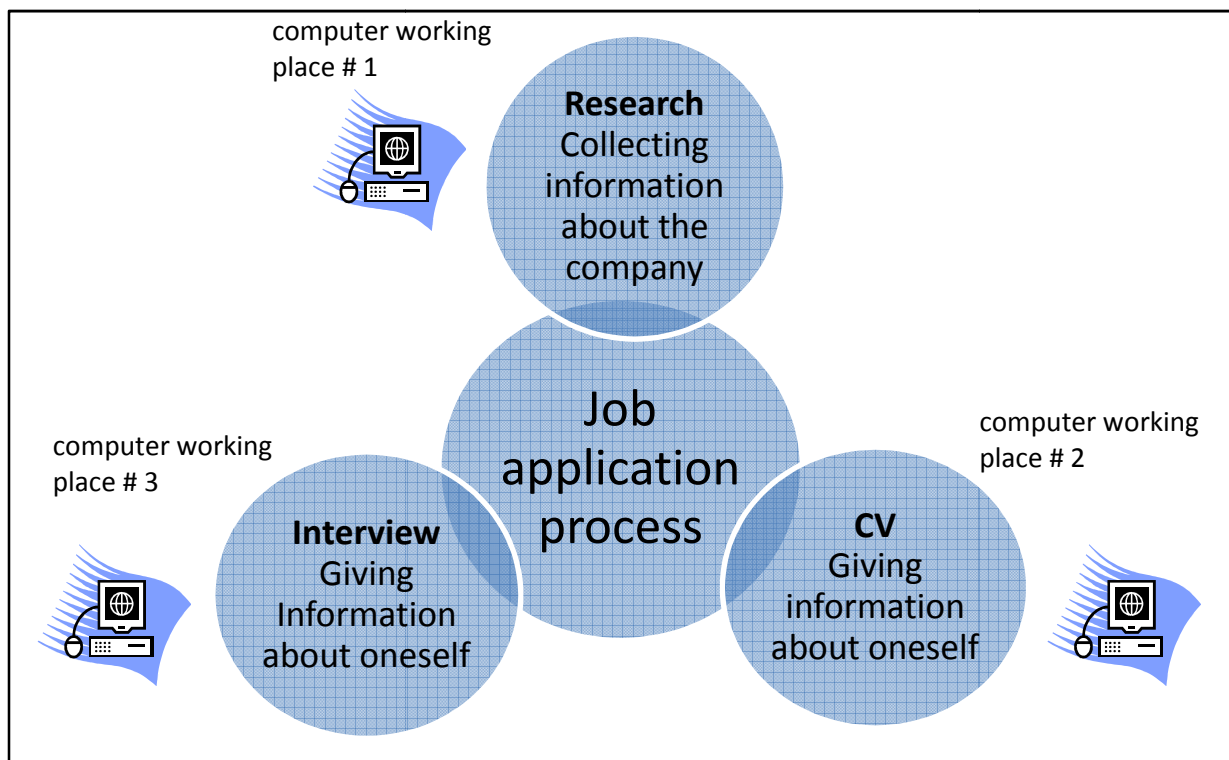
Rules

There are three stations which are all concerned with one aspect of the job application process.

Please fulfill one station and go on to the next one. There is no chronological order, feel free to choose your own sequence. Nevertheless, all stations should be fulfilled by next session.

For saving the outcomes of the tasks you may use this folder and bring it to class next week.

Setup



Station 1: Research - Collecting Information about the Company

You are in your second-year of your vocational training and have the chance to do an internship at the *Commerzbank* in London for 3 weeks. By collecting detailed information about the company you are applying for you show your motivation and going above and beyond in your effort finding your dream job.

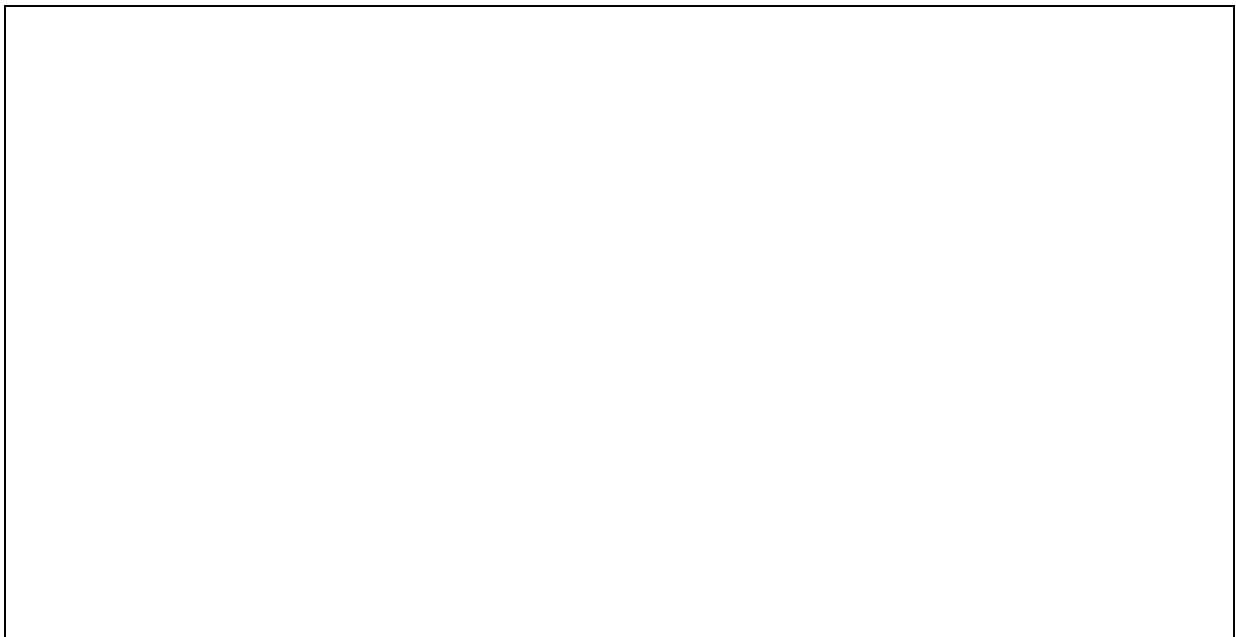
It is your task to collect some information about the company you wish to do your trainee ship in. The collected information should help you in the upcoming job interview.

Station 2: Curriculum Vitae

You are in your second-year of your vocational training and have the chance to do an internship at the *Commerzbank* in London for 3 weeks.

The most important part of a job/internship application in an English-speaking country is the Curriculum Vitae (CV). It should not be more than two pages long and be tailored to fit each job application.

1. Read the information on the strips of paper and match them to the headings. Try to find the right order. Once you are done, you can compare your answers with the solutions in the folder on the teacher's desk. Jot down the right order.



2. Write your own Curriculum Vitae to apply for an internship at the *Commerzbank* in London. Create an extra document. This will serve you for next session.

Use a dictionary at your convenience.

Station 3: Interview - Giving Information About Yourself

You are in your second-year of your vocational training and have the chance to do an internship at the *Commerzbank* in London for 3 weeks. In order to prepare for your job interview you should carefully consider what you are willing to tell about yourself. Therefore find some information on the following Glogster

<http://fa73fuz.edu.glogster.com/job-interview-training>

Part 1

1) What are your strengths and weaknesses?

2) Preparing for an interview

3) Tasks/ Questions which might be asked in an interview

Part 2

There are many videos in the internet which give advise on job interview training. Please watch the video „Heineken – The Candidate“ and answer the following questions:

1) Which task does the applicant has to go through?

2) What do you think about such "different" tasks on job interviews?

3) Can you think of tasks that might be appropriate for trainees in the branch of financing services?
What could that be?

Info text

Hints on Facial expressions and gestures – best performance tips

Think about which clothes you will wear for your job interview.

Also, which effect your gesture and facial expressions will have on your appearance.

Best is to find out which dress style is common in the industry/department you are applying for.

First steps:

- Take out your chewing-gum and switch off your mobile phone before entering the company building.
- Knock on the door before entering, and don't enter without being asked.
- Be polite, but stay as you are – naturally.
- Give honest answers.
- Say good-bye in a friendly manner. You may ask, when you'll receive answer about the outcome of your job interview.
- Don't be late! It doesn't count to say "the bus was late". Try driving the way to the company once before if possible, doesn't matter if by bus, train or car. Calculate a good 30 minutes of time reserve.
- Don't sit before you are being invited to sit down.
- Don't look down to the floor when greeting your conversational partner.
- Don't forget to thank your interlocutor for being invited to the job interview.

Clothing – generally and fundamentally:

- Clean clothing and polished shoes are a must.
- Don't style as if you feel disguised. But pay attention not to be dressed to leisurely.
- Kempt hair and clean hands are an absolute must-see.
- For Make-up and styling sometimes less is often more.
- Please avoid smelling of garlic, alcohol or cigarette.
- Also be careful with the use of perfume.
- No one wants to see piercings and eye-catching jewelry.

Yes



Source: Bewerbungstraining, <http://bwt.planet-beruf.de/101.html>, Jan 12th, 2014

No



Source: Bewerbungstraining, <http://bwt.planet-beruf.de/101.html>, Jan 12th, 2014Jan 12th, 2014

Are you sure which suits suits to which profession? If not, then make a test. To find out, click on the following link: "How to dress for an interview"

<http://jobsearch.about.com/od/interviewattire/a/interviewdress.htm>

A friendly smile can open doors and helps to set the base for a comfortable atmosphere during the conversation. Also, your body language, gesture and facial expressions tell a lot about you.



Source: Bewerbungstraining, <http://bwt.planet-beruf.de/101.html>, Jan 12th, 2014Jan 12th, 2014

Mimics and gesture – what is important to know:

- A naturally friendly and open facial expression
- Give your hand to the conversational partner upon greeting
- Recall your interlocutor's name and try to address him or her with his/her name from time to time
- Try to keep eye contact with your interlocutor
- Speak loud and clearly, make a pause from time to time
- Don't interrupt your conversational partner, let him or her finish speaking
- Don't cross your arms and legs, try to give an impression to be interested and open-minded
- Try to avoid agitated and bumpy gesture with your hands and not to dither with your feet

Want to find out more about mimics and gesture? Then have a look at the website "Body language can make or break a job interview".

<http://career-advice.monster.com/job-interview/interview-preparation/body-language-can-make-or-break-a-job-interview-hot-jobs/article.aspx>

Worksheet

How to do it properly? Hints for behavior during a Job interview

You'll be invited to a job interview if your application documents were convincing.

If you left a good impression with your papers, that might be a crucial factor for hiring you.

Below you will find typical questions out of job interviews. Each question has three possible answers. Only one answer is the right one and is well received by your conversational partner. Decide which one is the adequate answer and tick it off!

1. Your interlocutor asks you if your journey was okay. What do you respond?

- a) „Was quite okay. I left pretty late and then I almost didn't make it in time.“
- b) „Yeah, sure, and along the way I met some real cool people to hang out with!“
- c) „Yes, thank you, my journey went without problems to arrive here.“

2. You are being offered a glass of water. Your answer is:

- a) „Could I possibly have a Latte Macchiato?“
- b) „No, I'd rather have a glass of sparkling wine.“
- c) „Yes, thank you, I'd very much like one.“

3. Your interlocutor wants to find out why you applied for the job. How do you justify your application?

- a) „I did a job placement in this profession. Since that moment I have been convinced in learning that profession. When searching the web for companies that offer apprenticeships in this profession I found your company to be the most suitable to my profile and needs.“
- b) „Well, you know, my pal is doing the same thing, and he likes it quite okay.“
- c) „My parents talked me into beginning this apprenticeship.“

4. You are being asked to provide information on your hobbies. What to you tell?

- a) I will talk about hobbies that I have already named in my CV. I explain what I learn while practicing my hobbies and what benefits they bring to me in respect to my work.
- b) I say I like going out a lot, clubbing and partying.
- c) I say computer games are my passion.

5. At the end you receive the opportunity to ask questions. What do you want to know?

- a) I'd rather don't ask anything. I don't want to ask anything wrong.
- b) I'll ask whether there are any fellow trainees and what the working hours are like.
- c) I'd ask when I will have the chance to take my first vacation.